



COMPTROLLER

UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON DC 20301-1100

OCT 15 2003



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL
MANAGEMENT AND COMPTROLLER)
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL
MANAGEMENT AND COMPTROLLER)
ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL
MANAGEMENT AND COMPTROLLER)
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
COMMANDER, U.S. SPECIAL OPERATIONS COMMAND
DIRECTORS OF THE DEFENSE AGENCIES

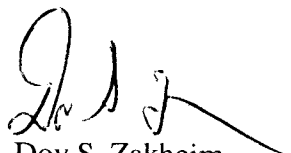
SUBJECT: Department of Defense Financial Improvement Executive Steering Committee

To effectively implement the Financial Management Improvement Plans in my August 8, 2003, memo, I am establishing the Financial Improvement Executive Steering Committee to monitor and direct the progress of the Department's Financial Improvement Plan process. This newly formed committee will review, approve, and prioritize those financial statement items that components assert are candidates for assessment and audit. It will also centrally plan audit and assessment funding and evaluate results.

I am appointing the Deputy Chief Financial Officer (DCFO), Deputy Comptroller (Program and Budget), and Director, Defense Finance and Accounting Service as members of this committee. I am also inviting the Deputy Inspector General for Audit to serve as an independent, permanent advisory member. The chairperson is the DCFO.

I look forward to working with all parties involved in moving the Department of Defense toward obtaining a favorable audit opinion.

Attached is the Department of Defense Financial Improvement Executive Steering Committee charter.


Dov S. Zakheim

Attachment:
As stated



CHARTER

DEPARTMENT OF DEFENSE

FINANCIAL IMPROVEMENT EXECUTIVE STEERING COMMITTEE

A. Official Designation:

The Committee's official designation is the Department of Defense (DoD) Financial Improvement Executive Steering Committee.

B. Objective and Scope of Activity:

The DoD Financial Improvement Executive Steering Committee is established to monitor and direct the progress of the Department's Financial Improvement Plan. Specifically, the Steering Committee will review and approve candidate eligibility for assessment and audit; prioritize items; centrally plan the allocation of funding for assessments and audits; and evaluate results.

C. Duties and Responsibilities:

Duties include, but are not limited to, the following:

- Reviewing financial statement items that components assert are candidates for assessment or audit,
- Prioritizing items that are approved for assessment or audit,
- Allocating funding for approved assessments and audits,
- Reviewing the status of funds available and expended,
- Evaluating assessment and audit results, and
- Resolving issues that result from audits and assessments.

D. Membership:

The DoD Financial Improvement Executive Steering Committee shall be composed of the Deputy Chief Financial Officer, Office of the Under Secretary of Defense (Comptroller); Deputy Comptroller, Office of the Deputy Comptroller (Program/Budget); and Director, Defense Finance and Accounting Service. The members will perform these responsibilities in addition to their other responsibilities as executives within the Department of Defense. The Deputy Inspector General for Audit is invited to serve as an independent, permanent advisory member.

E. Chair:

The Deputy Chief Financial Officer shall serve as the Chair of the Financial Improvement Executive Steering Committee.

F. Executive Liaison:

A Staff Person from Accounting and Finance Policy and Accounting Directorate will serve as an executive liaison.

G. Period of Time Required:

This Steering Committee shall exist for the period of time necessary for the Committee to carry out its purpose.

H. Committee Meetings:

The committee shall meet on a quarterly basis on a schedule determined by the Chair. In circumstances deemed beneficial by the chair, the committee shall meet on a more frequent basis.

I. Effective Date of this Charter:

This Charter is effective immediately upon the approval of the Under Secretary of Defense (Comptroller).